



Job Title	Street Programs Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	13061

Class Specification – Street Programs Supervisor

Summary Statement: The purpose of this position is to provide professional program management and coordination of annual roadway resurfacing, concrete and drainage maintenance projects for both City and contracted programs. This is accomplished by planning and coordinating roadway resurfacing, concrete, and drainage projects; managing service and supply contracts; financial planning and budget management for the City and the Pikes Peak Rural Transportation Authority. Other duties include maintaining the street division equipment inventory and acts as a liaison for the streets division.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Performs program planning and project supervisory duties by supervising staff for planning, implementing, and tracking of annual programs; developing, planning, and managing annual and multi-year concrete and resurfacing programs; maintaining PMA system by annual data collection and download onto the Cartegraph database; assigning work orders for projects that are associated with annual programs; invoicing of external projects; coordinating programs with City departments and outside agencies; and attending regularly scheduled and periodic meetings.
25%	Performs supervision and oversight of staff inspections by supervising staff for day-to-day roadway and drainage infrastructure maintenance operations; approving timesheets and expectations; directing the gathering of real-time data for the PMA system; and ensuring compliance with City standards specifications.
20%	Performs financial planning and budget management by managing and tracking material budget and ventures; developing and managing services and supply contracts; tracking and approving invoices; and estimating yearly program and individual project costs.
5%	Performs emergency responses by coordinating with afterhours emergency crews; coordinating with winter storm crews; monitoring contracted services; and coordinating crew response for summer storm events.
5%	Responds to customer service requests; responding to clarify requests/footprints; and interacting with citizens via phone, email and personal contact.



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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in pavement maintenance or repair or a related field.

Experience: Five years of full-time responsible pavement, concrete, and drainage maintenance experience including one year of administrative and/or lead supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Week
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Telephone, fax, calculator, copier, and vehicle, various metric tools, radio, camera, shovel, broom, GPS, smartphone, and core drill.



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Specialized Computer Equipment and Software: Microsoft Office, database entry, scheduling software, and ArcGIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2014